



UNIVERSITY
OF LAGOS



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PATHWAYS TO PROFESSIONALISM

Professionalism is a beacon of excellence in the dynamic modern workplace setting, guiding individuals towards success and fulfillment in their careers. It is not just by adherence to rules and regulations of an organization, but an interplay of behaviours, attitudes, qualities, skills and values in the discharge of duties to achieve a more remarkable performance.

The current edition of the ST&DU Newsletter aims at defining professionalism and deliberating on the requirements expected of the personnel of an organization on regular basis.

Punctuality

It is often said that punctuality is the sole of any business. Arriving at one's duty post on time demonstrates respect for other schedules and commitments while showcasing reliability and dedication to responsibilities. Punctuality helps to manage time efficiently, fulfill tasks and obligations promptly.

Positive Attitude to Work

A positive attitude is contagious, spreading optimism and motivation in the workplace. Professionals are expected to be cheerful in carrying out responsibilities. By approaching challenges with

optimism and resilience, individuals contribute to a supportive work culture where setbacks are seen as opportunities for learning and improvement.



Appropriate Dressing

The adage, "dress for the job you want, not the job you have" encapsulates the significance of professional attire. A professionally dressed employee earns self-respect and adds value to the reputation of the organization involved. It reflects an understanding of the importance of perception in

professional settings and underscores a commitment to upholding standards of professionalism.

Respectful Communication

Effective communication lies in the heart of professionalism. Clear and courteous communication fosters understanding and strengthens relationships among colleagues. Professionals listen actively, express themselves articulately, and choose their words thoughtfully, recognizing the impact of their communication on others and morale.

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Share Knowledge

In the spirit of collaboration and continuous improvement, professionals embrace a culture of knowledge sharing. They recognize that sharing expertise, insights, and best practices not only benefit individuals but also enriches the collective knowledge and capabilities of the team. By fostering an environment where learning is valued and encouraged, professionals contribute to organizational growth and innovations.

Respect for Self and Others

Professionals treat themselves and others with dignity, empathy, and courtesy, regardless of differences in position or background. Respectful interactions create a sense of belonging and mutual trust. It makes individuals feel valued and empowered to contribute their best.

Effective Management of Emotions

There is no workplace that is emotion-free. The ability to regulate one's emotions and understand the emotions of others builds relationships, reduces team stress, defuses conflict, improves job satisfaction and supports the development of a more productive workplace.

Keep Integrity

Integrity forms the bedrock of professionalism. Professionals adhere to moral and ethical principles; act with honesty, and uphold their commitments and obligations. They demonstrate transparency, accountability, dependability and consistency in their words and actions. These earn them trust and respect from their colleagues and stakeholders.

Maintain Confidentiality

Confidentiality is paramount in professionalism, particularly in settings where sensitive information is not meant to be divulged in the course of discharge of professional duties. Professionals adhere to confidentiality agreements, exercise discretion in handling confidential matters or information, and uphold the trust placed in them by their employers.

Follow Organizational Policies



Organizational policies and procedures serve as guiding principles for professional conduct. Professionals familiarize themselves with relevant policies, adhere to established protocols and seek clarification when needed. Adherence to this makes professionals contribute to a culture of compliance, accountability, operational efficiency and discipline.

Set and Achieve Goals

Goals setting gives direction, purpose and helps in career advancement. Goal orientation distinguishes professionals who strive for excellence and continuous improvement. Professionals set SMART (Specific, Measurable, Achievable, Relevant, Time-bound) goals. They develop action plans, monitor their progress diligently, celebrate achievements, learn from setbacks, and adapt their strategies to stay aligned with their personal goals and organization's.

Develop a Growth Mindset



This is seeking improvement deliberately regardless of skills, by taking challenges as opportunities for learning and development on the path to success. Professionals should pursue continuous learning, increase resilience and adaptability.

Conclusion

Professionalism is a journey of continuous growth and advancement. It encompasses a myriad of qualities such as punctuality, positivity, integrity, trustworthiness, sincerity, politeness and resilience, which collectively define excellence in the workplace. It promotes career advancement, culture of trust, respect, and success within the organization. Adherence to professional conducts is a guiding light towards personal and career fulfillment. Reflect, reassess, and take action.